



Kansas City Internal Medicine

Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW PROTECTED HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED, AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

“Protected Health Information” (PHI) is information about you, including demographic information, that may identify you and that relates to your past, present or future physical or mental health or condition, as well as related health care services.

We care about you and your privacy and are required to abide by the terms of this policy. We may change the terms of our notice at any time. The new notice will be effective for all protected health information that we maintain at that time. Upon request, we will provide you a copy of the most recently revised Notice of Privacy Practices.

Uses and Disclosures of Protected Health Information (PHI)

1. **Treatment.** Your PHI may be used by staff members or disclosed to other health care professionals for the purpose of evaluating your health, diagnosing medical conditions, and providing treatment. For example, results of laboratory tests and procedures will be available in your medical record to all health professionals who may provide treatment or who may be consulted by staff members.
2. **Payment.** Your PHI may be used to seek payment from your health plan, from other sources of coverage such as an automobile insurer, or from credit card companies that you may use to pay for services. For example, your health plan may request and receive information on dates of service, the services provided, and the medical condition being treated.
3. **Health care operations.** Your PHI may be used as necessary to support the day-to-day activities and management of Kansas City Internal Medicine. For example, information on the services you received may be used to support budgeting and financial reporting, and activities to evaluate and promote quality.
4. **Law enforcement.** Your PHI may be disclosed to law enforcement agencies to support government audits and inspections, to facilitate law-enforcement investigations, and to comply with government mandated reporting.
5. **Public health reporting.** Your PHI may be disclosed to public health agencies as required by law. For example, we are required to report certain communicable diseases to the state’s public health department.
6. **Workers’ Compensation.** KCIM may disclose PHI as authorized by, and to comply with, workers’ compensation laws and other similar programs providing benefits for work-related injuries or illnesses
7. **Appointment reminders.** Your PHI may be used by our staff to send you appointment reminders. Please specify where you would like your appointment reminders and PHI to be sent at the on the form attached.
8. **Family and Friends.** Our practice may release your health information to a family member or friend that is actively involved in your care or who assists in taking care of you.
9. **Information about treatments.** Your protected health information may be used to send you information that you may find interesting on the treatment and management of your medical condition. We may also send you information describing other health-related products and services that we believe may interest you.

*Other uses and disclosures of your protected health information require your authorization. Disclosure of your health information or its use for any purpose other than those listed above requires your specific written authorization. If you change your mind after authorizing a use or disclosure of your information you may submit a written revocation of the authorization. However, your decision to revoke the authorization will not affect or undo any use or disclosure of information that occurred before you notified us of your decision to revoke your authorization.



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Individual Rights

You have certain rights under the federal privacy standards. These include the rights to:

1. Request restrictions on the use and disclosure of your protected health information
2. Request that our practice communicate with you concerning your medical condition and treatment in a particular manner or at a certain location.
3. Inspect and copy your protected health information
4. Amend or submit corrections to your protected health information
5. Receive an accounting of how and to whom your protected health information has been disclosed

KCIM's Duties

Kansas City Internal Medicine is required by law to maintain the privacy of your protected health information and to provide you with this notice of privacy practices. We also are required to abide by the privacy policies and practices that are outlined in this notice.

As permitted by law, we also reserve the right to amend or modify our privacy policies and practices. These changes in our policies and practices may be required by changes in federal and state laws and regulations. Upon request, we will provide you with the most recently revised notice on any office visit. The revised policies and practices will be applied to all protected health information we maintain.

Requests to Inspect Protected Health Information

You may generally inspect your protected health information that we maintain or you may receive a copy of your information. As permitted by federal regulation, we require that requests to inspect or copy protected health information be submitted in writing. You may obtain a form to request access to your records by contacting Deb Hamacher at 816-943-0706. Your request will be reviewed and will generally be approved unless there are legal or medical reasons to deny the request.

Complaints and Contact Information

If you would like to submit a comment or complaint about our privacy practices, or if you believe that your privacy rights have been violated, you may send a letter or email outlining your concerns to:

Kansas City Internal Medicine Attn: Privacy Officer 1010 Carondelet Drive, Suite 224A Kansas City, MO 64114 privacy@kcim.com
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Alternatively, you may contact the Security of Health and Human Services at 877-696-6775 or at their address: 200 Independence Avenue, S.W., Washington, D.C., 20201. You will not be penalized or otherwise retaliated against for filing a complaint.

Effective Date: June 23, 2011